

# APPLICATION FOR A MANUFACTURED HOUSING COMMUNITY



State of Maine

Department of Professional and Financial Regulation

Office of Licensing and Registration

## **MANUFACTURED HOUSING BOARD**

35 State House Station

Augusta, ME 04333-0035

Office Telephone: (207) 624-8612

TTY/Hearing Impaired: (207) 624-8563

Website: [www.maineprofessionalreg.org](http://www.maineprofessionalreg.org)

Office located at: 122 Northern Avenue, Gardiner, Maine

## **APPLICATION GUIDELINE**

Enclosed are all relevant materials for licensing a Manufactured Housing Community license in the State of Maine. If you have any questions, you may contact the Manufactured Housing Board office at (207) 624-8612 or by e-mail at: michelle.m.lovering@maine.gov.

### **APPLICATION DEADLINE** ➤

All applications must be received by the Manufactured Housing Board office **20 days** prior to the scheduled Board meeting date.

### **LICENSING REQUIREMENTS** ➤

**To apply for new ownership of a manufactured housing community, the following must be submitted** ➤

1. Application for a Manufactured Housing Community License;
2. If applicant is not an individual, certificate of good standing from the Secretary of State where the applicant is registered;
3. If the applicant is a foreign entity, documentation of registration with the Maine Secretary of State Corporation Division. You may contact the Corporation Division by telephone at (207) 624-7752 for existing entities, and at (207) 624-7740 for new entities; and
4. Appropriate license fee, if applicable. If the community is currently licensed, no license fee is required; and if the community is not currently licensed, a license fee is applicable.

**To apply for an original license to operate a new manufactured housing community the following must be submitted** ➤

1. Application for a Manufactured Housing Community License;
2. If applicant is not an individual, certificate of good standing from the Secretary of State where the applicant is registered;
3. If the applicant is a foreign entity, documentation of registration with the Maine Secretary of State Corporation Division. You may contact the Corporation Division by telephone at (207) 624-7752 for existing entities, and at (207) 624-7740 for new entities; and
4. Appropriate license fee;
5. Planning and Design documents. The application shall include the following planning & design documents:
  - A. A copy of the deed, option or other document showing the applicant's right, title or interest in the tract of land proposed for construction and operation of a manufactured housing community;
  - B. A copy of the deed showing the location and legal description of the tract of land proposed for construction and operation of a manufactured housing community; and
  - C. A site plan prepared by a registered engineer and/or professional land surveyor licensed to practice in the State of Maine, with the required seal affixed to the plan. The scale of

the plan shall be no less detailed than 1" = 100,' provided that the board may in its discretion accept a less detailed plan if the less detailed plan allows the board to determine whether the community meets the requirements of this chapter. The plan shall have a dimension tolerance of no more than 1% (i.e., 1' in 100' or 1° in 100°). The plan shall clearly show the dimensions and area of each site and the total area of the community, road locations and dimensions, sites, well and pump house locations, waste disposal systems, water and sewer lines, streams, culverts, and any additional detail required by the board. The board may waive the filing of a site plan as described in this paragraph in whole or in part, depending on the complexity of the application, if other submissions of the applicant demonstrate that the community meets the requirements of this chapter.

6. Drinking Water Approval. The application shall include **one** of the following relating to drinking water:
  - A. A letter from a public water utility that it will be supplying drinking water to the manufactured housing community. For the purpose of these rules, a manufactured housing community that submeters water to residents shall not be deemed a public water utility;
  - B. Approval as a community water system by the Department of Human Services, Division of Health Engineering; or
  - C. A statement from the Maine Department of Human Services, Division of Health Engineering that the private water system meets the requirements of the Manufactured Housing Board contained in Appendix A to Chapter 850 of the board's rules.
7. Wastewater Disposal. The application shall include **one** of the following relating to wastewater disposal:
  - A. A letter from a public sewage utility that will be handling the wastewater disposal from the manufactured housing community; or
  - B. Approval of a subsurface wastewater disposal design for the manufactured housing community by the Department of Human Services, Division of Health Engineering.

**To apply for an expansion of a manufactured housing community the following must be submitted** ➡

1. Application for a Manufactured Housing Community License;
2. If applicant is not an individual, certificate of good standing from the Secretary of State where the applicant is registered;
3. If the applicant is a foreign entity, documentation of registration with the Maine Secretary of State Corporation Division. You may contact the Corporation Division by telephone at (207) 624-7752 for existing entities, and at (207) 624-7740 for new entities;
4. Appropriate license fee for the additional sites only;
5. Planning and Design documents. The application shall include the following planning & design documents with respect to the proposed additional sites:

- A. A copy of the deed, option or other document showing the applicant's right, title or interest in the tract of land proposed for construction and operation of a manufactured housing community;
  - B. A copy of the deed showing the location and legal description of the tract of land proposed for construction and operation of a manufactured housing community; and
  - C. A site plan prepared by a registered engineer and/or professional land surveyor licensed to practice in the State of Maine, with the required seal affixed to the plan. The scale of the plan shall be no less detailed than 1" = 100,' provided that the board may in its discretion accept a less detailed plan if the less detailed plan allows the board to determine whether the community meets the requirements of this chapter. The plan shall have a dimension tolerance of no more than 1% (i.e., 1' in 100' or 1° in 100°). The plan shall clearly show the dimensions and area of each site and the total area of the community, road locations and dimensions, sites, well and pump house locations, waste disposal systems, water and sewer lines, streams, culverts, and any additional detail required by the board. The board may waive the filing of a site plan as described in this paragraph in whole or in part, depending on the complexity of the application, if other submissions of the applicant demonstrate that the community meets the requirements of this chapter.
6. Drinking Water Approval. The application shall include one of the following relating to drinking water with respect to the proposed additional sites:
- A. A letter from a public water utility that it will be supplying drinking water to the manufactured housing community. For the purpose of these rules, a manufactured housing community that submeters water to residents shall not be deemed a public water utility;
  - B. Approval as a community water system by the Department of Human Services, Division of Health Engineering; or
  - C. A statement from the Maine Department of Human Services, Division of Health Engineering that the private water system meets the requirements of the Manufactured Housing Board contained in Appendix A to Chapter 850 of the board's rules.
7. Wastewater Disposal. The application shall include one of the following relating to wastewater disposal with respect to the proposed additional sites:
- A. A letter from a public sewage utility that will be handling the wastewater disposal from the manufactured housing community; or
  - B. Approval of a subsurface wastewater disposal design for the manufactured housing community by the Department of Human Services, Division of Health Engineering.

## **FEE SCHEDULE** ↗

All fees are non-refundable and must accompany your license application. Checks should be made payable to: Treasurer State of Maine. Fees will be charged for the following ↗

### **New Communities**

- Park with 3-100 approved sites \$40.00 plus \$4.00/per site
- Park with 101 or more approved sites \$440.00 plus \$1.00/per site

### **New Ownership (if community is not currently licensed)**

- Park with 3-100 approved sites \$40.00 plus \$4.00/per site
- Park with 101 or more approved sites \$440.00 plus \$1.00/per site

### **Community Expansion**

- Park with 3-100 approved sites \$4.00/per new site
- Park with 101 or more approved sites \$1.00/per new site



STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL  
AND FINANCIAL REGULATION  
OFFICE OF LICENSING & REGISTRATION  
**MANUFACTURED HOUSING BOARD**  
35 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0035  
TTY/HEARING IMPAIRED (207) 624-8563

JOHN ELIAS BALDACCI  
GOVERNOR

ANNE L. HEAD  
DIRECTOR

**APPLICATION FOR A MANUFACTURED HOUSING COMMUNITY LICENSE**

**1. LICENSE TYPE. PLEASE CHECK ONE OF THE FOLLOWING** ➤

☐ New Community ☐ New Ownership ☐ Community Expansion

**2. APPLICANT INFORMATION** ➤

**NOTICE REGARDING PUBLIC INFORMATION. CONTACT ADDRESS.** This application is a public record for purposes of Maine's Freedom of Access Law, 1 MRSA §401 et. seq. Public records must be made available to any person upon request. Information that you supply as part of this application is public information. Other licensing records to which this information may later be transferred are also considered public records. Where permitted by law, your name, license number, contact address and other information listed on this application may be posted on the State's website. Please indicate your contact address below to be used for mailing purposes and public notification including posting on the

**SOCIAL SECURITY NUMBER.** The following statement is made pursuant to the Privacy Act of 1974, Section 7(B). Disclosure of your social security number is mandatory. Solicitation of your social security number is solely for tax administration purposes pursuant to 36 M.R.S.A. Section 175 as authorized by the tax reform act of 1976 (42 U.S.C. Section 405(C)(2)(C)(I)). Your social security number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes. No further use will be made of your social security number and it shall be treated as confidential tax information pursuant to 36 M.R.S.A. Section 191.

Name of Applicant

Mailing Address

City

County

State

Zip Code

Business Telephone Number

Business Fax Number

Home Telephone Number

Social Security Number or Federal ID Number

➤ **List Name(s) and addresses of Owner(s), Partners or Corporate Officers. Attach additional sheet(s) if necessary.** ➤

If applicant is not an individual, certificate of good standing from the Secretary of State where the applicant is registered.

NAME & ADDRESS OF OWNER(S)/PARTNERS/CORPORATE OFFICERS		TELEPHONE NUMBER
Name		
Address		
Name		
Address		
Name		
Address		

## **COMMUNITY INFORMATION** ➡

Name of Community	Number of Sites
Physical Address of Community	
Municipality of Township	County
Name of Community Manager	Telephone Number
Address	

### ➡ **For New Ownership Only**

List the name of the former owner, the name of the community under that owner, and license number: \_\_\_\_\_

### ➡ **For Community Expansion Only**

Existing licensed sites \_\_\_\_\_ Expansion sites \_\_\_\_\_ Total number of sites \_\_\_\_\_

### ➡ **For New Communities and Community Expansions**

1. How is the drinking water to be supplied to the site?

- ☐ Off-site public utility
- ☐ Community Water System
- ☐ Private Water System. List the number of wells currently in use \_\_\_\_\_. List the serial number of most recent analysis: \_\_\_\_\_. Attach the results of the most recent analysis.

2. How is the wastewater to be disposed of?

- ☐ Individual septic system
- ☐ Central on-site disposal with collection lines by applicant
- ☐ Off-site public utility

## **PLEASE READ THE STATEMENT BELOW AND SIGN AS YOUR TESTAMENT TO THE INFORMATION PROVIDED ON THIS APPLICATION** ➡

BY MY SIGNATURE, I AFFIRM THAT ALL INFORMATION PROVIDED IN CONNECTION WITH THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF, WITH THE UNDERSTANDING THAT ANY OMISSIONS, INACCURACIES, OR FAILURE TO MAKE FULL DISCLOSURE MAY BE DEEMED SUFFICIENT REASON TO SUSPEND OR RECOMMEND REVOCATION OF A LICENSE ISSUED BY THE DEPARTMENT.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Printed Name and Title \_\_\_\_\_



STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL  
AND FINANCIAL REGULATION  
OFFICE OF LICENSING & REGISTRATION  
**MANUFACTURED HOUSING BOARD**  
35 STATE HOUSE STATION

AUGUSTA, MAINE

04333-0035

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IMPAIRED (207) 624-8563

JOHN ELIAS BALDACCI  
GOVERNOR

ANNE L. HEAD  
DIRECTOR



### AUTHORIZATION OF CREDIT CARD PAYMENT

Fees owed to this Department may be paid by the use of a credit card. If you wish to pay your fee(s) with your credit card, please complete this form and send it with your application.

**Payment through credit cards will not be processed without this authorization form.**

Name of Applicant:		
Mailing Address:		
City:	State:	Zip Code:
County:		Telephone:
Name of cardholder: (if other than applicant)		
Mailing Address: (if other than applicant)		
City:	State:	Zip Code:

I authorize the State of Maine, Department of Professional and Financial Regulation, Office of Licensing and Registration to charge my ☐ Visa ☐ MasterCard \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ in the amount of \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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MICHELLE.M.LOVERING@MAINE.GOV

EXECUTIVE DIRECTOR (207) 624-8678  
ROBERT.V.LECLAIR@MAINE.GOV



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